

## Policy for transferring families from one FCCP to another

August 18, 2014

**Whenever possible it is desirable to transfer a family from one region to another in a planned and coordinated fashion.**

1. When a family is moving to another region and wishes to continue with FCCP support, the **sending region** will get a signed release from the family and contact the **receiving region's** Intake Department to inform them of the referral.
  - The **sending region** will document Progress Note(s) in the child/youth's RIFIS record supporting step #1 occurred.
2. The **sending region** will request a joint meeting with a Supervisor or FSCC of the **receiving region**, and the family, if this is appropriate.
  - The **sending region** will document Progress Note(s) in the child/youth's RIFIS record supporting step #2 occurred, as well as, **begin to prepare any other required Wrap transitional** documentation in RIFIS prior to closing the record.
3. It is most effective to have this meeting once the family has relocated to the **new FCCP region** so that it is certain that the family has relocated. In this situation, the **receiving region** will wait for the transitional meeting to take place and the **sending region** to complete all Wrap transitional documentation in RIFIS, before creating an FCCP Open/Close record linking the family to the **new FCCP region**.

***Following this protocol will prevent FCCP regions from overlapping open/close dates on the Census Report!***

- The **sending region** will document the Transitional Team Meeting in the child/youth's RIFIS record, including the **receiving region's** attendance and participation at the Transitional Team Meeting requested in step #2.
- The **sending region** will provide the **receiving region** with appropriate paperwork, assessments, and plans.
- At the meeting, the **sending region** will collaborate with **receiving region** a date all required Wrap transitional documentation in RIFIS will be complete in order for child/youth's record to be opened up to the new FCCP region.

- Once the FCCP transition meeting has taken place, the **sending region** will close the case in RIFIS so the **receiving region** can start the intake process. In order to preserve the OLD address of the family, the **receiving region** will remove the original address from the Demographic page field and enter it in a record created by using the ADDRESS subtab shown below. The NEW address for the family should then be entered in the address field on the Demographic page.

***This process will preserve the family's original address.***

The screenshot shows a web browser window with the URL <https://hss.harmonyis.net/?ChapterID=144&ViewType=SubPageView&PageID=27941&ChapterEntityl...>. The page is titled "Demographics" and features the "h a r m o n y" logo. A blue header bar displays "Face Happy" and "Last Updated by bguglielmo at 1/3/2012 10:35:25 AM". On the left, a sidebar contains tabs for "Demographics" and "Addresses". The "Basic Demographics" section is active, showing a form with the following fields: Confidential (checkbox), Last Name (Happy), First Name (Face), Middle Name, Suffix (dropdown), Alias, Family Name (Happy, Mona), DOB (3/3/2003), Age (11.7), Gender (Female), SSN (006-55-9554), Family ID (443223455), and Agency ID (12345).

- A ticket can be put into **RIFIS Support** by the **sending region** so that the **receiving region** can have access to existing documentation from **the assessments and forms tab** only.